

**City of Minneapolis Transportation Benefits Plan
Qualified Parking and Commuter Van Pool Enrollment and Change Form**

- (Check One) ☐ **New Enrollment (complete sections A and B below)**
 ☐ **Change (complete section A and B below)**
 ☐ **Cancel Participation (complete sections A and C below)**

Plan elections must be made prior to the beginning of the month for which they are effective. This enrollment form must be received by the City of Minneapolis Benefits Office by the 15th of the month in order for the enrollment or change to be effective the following month.

A. Employee Information (Please print)

Employee Name _____	Employee Payroll ID # _____
Work Phone # _____	Effective Date _____

B. Benefit Enrollment or Change

I hereby authorize the City of Minneapolis to reduce my pay to provide for pre-tax contributions as provided in the City of Minneapolis Transportation Benefits Plan (the "Plan") in the amount(s) indicated below:

**Monthly Pre-tax
Contribution ***

1. Qualified Parking Benefit

\$ _____

Payroll deductions in the amount noted will remain in effect until I provide a new Enrollment and Change Form. Minimum contribution is \$10 per month; maximum contribution is \$250 per month (IRS limit for 2015, may be adjusted in future years).

2. Commuter Van Pool Benefit

\$ _____

Payroll deductions in the amount noted will remain in effect until I provide a new Enrollment and Change Form. Minimum contribution is \$10 per month; maximum contribution is \$130 per month (IRS limit for 2015, may be adjusted in future years).

Authorization

I acknowledge that my Social Security benefits may be reduced as a result of my election. **I understand that the amounts I contribute can only be used to reimburse eligible expenses incurred while I am a participant in the Plan and that reimbursement claims must be submitted no later than six months after the date the expense was incurred.** I further understand that all monies remaining in my Plan account at the end of the month will be rolled over for use in subsequent months.

Employee Signature

Date

C. Cancel Participation

I hereby authorize the City of Minneapolis to cancel my pre-tax contributions as provided in the City of Minneapolis Transportation Benefits Plan as of the Effective Date shown above.

Employee Signature

Date

Return completed form by fax to 612-673-2533 or by email to benefits@minneapolismn.gov (attach a scanned copy of this form) or by mail to: HR-Benefits, Room 100 Public Service Center, 250 S 4th Street, Minneapolis MN 55415

Some of the requested information on this form is private data under the Minnesota Government Data Practices Act, Minn. Stat. Chapter 13. The data requested allows Benefit staff to verify eligibility and enrollment for the City of Minneapolis Transportation Benefits Plan and allows the claims administrator the ability to establish your account record. You are not required to provide this information, however, failure to do so may result in ineligibility and non-enrollment. This form may be available to City and plan provider employees or agents, labor union representatives, arbitrators and administrative hearing examiners, State and Federal courts, and attorneys representing any of the mentioned individuals or entities, or to others through subpoena or pursuant to Federal and or State law.

Revised 3/2015

Transportation Benefits Plan

Information Sheet

The City of Minneapolis Transportation Benefits Plan gives you options to pay commuting expenses with pre-tax dollars. The plan is available to regular full-time and part-time employees of the City of Minneapolis.

Qualified Parking - The plan allows eligible employees to set aside up to \$250* per month for qualified parking expenses. Qualified parking is defined as parking at or near your work place or at a location from which you commute to work. Qualified parking expenses include the costs of daily parking and monthly parking contracts.

Exclusions - Mileage, tolls and fuel are not qualified parking expenses. Business travel or other reimbursed expenses are also excluded, as are any expenses that are not incurred in connection with your employment with the City.

Commuter Van Pool - The plan also allows \$130* per month to pay for commuter van pool expenses. A commuter van pool is any highway vehicle that seats at least six passengers, besides the driver. At least 80% of the vehicle's mileage must be for the purpose of transporting employees between work and home on trips during which the number of individuals transported is at least one-half of the vehicle's adult seating capacity.

Enrollment and Changes - You can enroll effective the first of any month by completing an enrollment and change form (form is on the back of this sheet). Pre-tax deductions will be taken from the first paycheck of each month.

You may change your deduction amount or stop participation the first of any month. However, your enrollment and change form must be received by the City of Minneapolis Benefits Office by the 15th of the month in order for the enrollment to be effective the following month.

Your elections will continue from one year to the next - it is not necessary to re-enroll each year to remain in the plan.

Reimbursement - Claims for reimbursement are administered by WageWorks. After you enroll for the program, WageWorks will send you a Quick Start Guide. You can complete claims online at www.wageworks.com or by submitting a paper claim to WageWorks. For each claim, you must state the date the service was provided, the amount and nature of the expense and the name of the parking ramp/lot or transit provider. You must also include copies of itemized receipts, statements, etc. for each service. If you do not have a copy of your receipts, your claim must be completed online.

Claims Deadlines: Claims must be submitted no later than six months after the date the expense was incurred. You can only receive reimbursement for expenses up to your available account balance. Claims cannot be submitted before the first pay period of the month. Also, you cannot be reimbursed for any expenses that arise before you become a participant in the plan.

Rollovers and Forfeitures - Any funds in your account at year end will be rolled over to the next calendar year. You may continue to submit claims for eligible expenses incurred up to six months after the date you separate from service. Any remaining funds in your account which are not claimed at the end of that six-month period will be forfeited. Forfeitures will be used by the City to pay future administration fees.

Participation in the transportation plan will lower your taxable income by the amount you contribute to the plan. As a result, it may lower your future Social Security benefits.

*IRS limits for 2014, may be adjusted in future years.